



Topsfield Finance Committee
Minutes to the Meetings
June 25, 2012

- I. Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 p.m. with Heidi Bond, Kathy Hartmann, Steve Lais, and Daniel Shugrue present. Greg Krom, Superintendent of the Water Department, and Selectman Richard Gandt were also present. Finance Committee member Paul Dierze joined the meeting at 7:05 PM.
- II. Minutes:** A motion was made by Heidi Bond to accept the May 1, 2012 minutes as written, seconded by Stephen Lais, voted in favor 5-0.
- III. Summer Committee and Authorization of Chair:** Mark Lyons reported that Town Counsel had confirmed the following: As a 7 member committee, 4 members constitute a quorum for the Finance Committee whether or not there are any vacancies; and that a majority for voting purposes consists of one more than half of those present and voting at a meeting, abstentions not constituting a vote.
A motion was made by Stephen Lais to grant Karen Dow the authority to act as Summer Chair of the Finance Committee from July 1, 2012 until the Committee reorganizes at its September meeting, seconded by Heidi Bond, voted in favor 6-0.
- IV. September Reorganization Meeting Schedule:** The FY 2014 Finance Committee Reorganization meeting will be held on September 10, 2012, at 7:00 p.m. in the Proctor School.
- V. Reserve Fund Transfers:** A motion was made by Steve Lais to approve a Reserve Fund transfer of \$13,579.00 from the Water Department Unanticipated Emergency Fund to the Water Department Other-System Maintenance Emergency Account #E4505-52430, seconded by Daniel Shugrue, voted in favor 6-0. Discussion focused on the funds previously granted to the Water Department for the Feasibility Study, and how the study would proceed.
A motion was made by Steve Lais to approve a Reserve Fund transfer of \$950.00 to the Parks Department-General Fund Account #65005-55800, seconded by Daniel Shugrue, voted in favor 6-0. As Parks Department Liaison, Steve Lais explained that the request was precipitated by a recent larceny incident at Pye Brook Park, as such being unanticipated with additional security measures being necessitated.
A motion was made by Paul Dierze to approve a Reserve Fund transfer of \$500.00 to the Street Lights-Other Account #42405-52100, seconded by Steve Lais, voted in favor 6-0. Highway Department Liaison Paul Dierze commented that the Street Lights budget is maintained independently, outside of the Highway Department budget, so there were no other fund transfer options available.

A motion was made by Daniel Shugrue to approve a Reserve Fund transfer of \$3,000.00 to the Fire Department-FD220 Call Wages Account #51150 for Station Coverage and Call only, seconded by Kathy Hartmann, voted in favor 6-0. The money will cover wages for extra shift coverage resulting primarily from an unanticipated retirement.

VI. Committee License to the Town Website: As the Finance Committee term of member Steve Lais is expiring and he is not continuing to serve, the transfer of the Town Website license he has used should be transferred to another member. Kathy Hartmann volunteered to accept member responsibility for maintaining the Committee section(s) of the Town Website. She will take the steps needed to transfer this license for her use.

VII. Adjourn: A motion was made by Steve Lais to adjourn at 7:50 p.m., seconded by Paul Dierze, voted in favor 6-0.

Respectfully submitted,
Lexie Winslow